CITY OF KANSAS CITY, MISSOURI  
HUMAN RESOURCES DEPARTMENT  
CONSENT TO PERFORM BACKGROUND CHECK  
FOR EMPLOYMENT PURPOSES

POSITION/VOLUNTEER TITLE:

Background checks are required for all candidates for employment prior to being hired or for any person performing work/services on behalf of the City as a volunteer, board member, unpaid intern or similar capacity (“person of interest/POI”) with the City of Kansas City, Missouri (“City”). Additionally, education and/or employment verifications may be conducted for employees who are promoted, demoted, transferred, reclassified or otherwise move to different positions with the City. However, if an employee moves from a non-driving position to a driving position, a driving record check will be conducted.

I understand and agree that my employment, continued employment, POI status with the City is conditional upon the City’s determination that the results of this background check are satisfactory. If the background check reveals a criminal conviction or other information relevant to my position with the City, I understand that I may be disqualified from holding that position and/or continued employment.

I hereby authorize the City and its designated agents and representatives to conduct, as applicable, a comprehensive review of my criminal and driving record history, as well as my education and employment, causing a consumer report and/or an investigative consumer report to be generated for employment purposes. The City will use the services of an outside agency to research and verify the information I have provided on my employment, volunteer, board, internship, POI or similar application(s). I understand the scope of the consumer report/investigative consumer report must be business-related and may include the following:

- employment history
- education, including transcripts
- criminal history records from any criminal justice agency in any or all federal, state, county, international jurisdictions
- motor vehicle records to include traffic citations and registration
- verification of social security number
- current and previous residences
- all personnel files and information concerning controlled substances and/or alcohol test results in accordance with Department of Transportation regulations
- birth records
- other public records
- OTHER:__________________________

Candidate Initials: ___________
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I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment, volunteer assignment, board appointment, internship or similar capacity was denied or terminated based upon the information obtained and to receive, upon written request, a copy of the report from the/my employer. I understand that I may dispute the accuracy or completeness of any information in the consumer report furnished by the agency.

I further authorize that a photocopy or facsimile of this authorization be considered as valid as the original. I understand that the information provided by me on my application for employment, board member appointment, internship or similar document will be used to conduct the reference and/or background check.

Print Name:  

__________________________________________  
(First) (Middle) (Last) (Maiden)  

__________________________________________  
(Signature/Date)